

ARKANSAS FORESTRY COMMISSION
TIME MANAGEMENT
POLICY & PROCEDURE
§ 75

Forms Required: A70.100, A75.100 or A75.200

1. Definitions

- Work time: time when employees have work obligations, conduct authorized AFC work, and record work time on their time sheet.
Work time does not include commuting to and from work unless the AFC (1) requires employees to monitor communications during the commute, or (2) dispatches employees from home to emergency work. Travel time is work time when travel is required for authorized AFC business.
Normal workday: hours between 0800 and 1630 Monday through Friday. All administrative offices shall be open during this time.
- Adjusted workday: days or hours adjusted by the supervisor. Supervisors may adjust the workday to further accomplishment of AFC objectives.
- Workweek: the AFC workweek is a regular calendar week, beginning Sunday at 0001 and ending Saturday at 2400.
- Flex time: work time approved by the supervisor and State Forester for individuals that will not affect the 8:00 a.m. – 4:30 p.m. office hours of administrative offices, as defined in Governor's Policy Directive – 5.
- Time off: time when employees are not conducting authorized AFC work and have no response or work obligations.
- Leave hours: any absence from work, paid or unpaid, during normal or adjusted workday. Requires supervisory approval.
- Holidays: days specified by law as paid holidays, and are recorded as such, provided the employee is not required to work the holiday.
- Subject-to-call: time when emergency response employees are scheduled for response obligations and work availability. This is not work time.
- Response time: while on subject-to-call status, the 30-minute interval during which emergency response employees must answer the initial emergency work assignment call. Upon answering, emergency response employees should be available for assignment to emergency work.
- Compensatory time: leave hours that non-exempt employees are eligible to earn at a rate of 1-½ hour for each hour worked in excess of 40 hours weekly.
- AASIS: Arkansas Administrative Statewide Information System.

2. Non-exempt employees shall complete the Weekly Time Sheet Form (A75.100) for each day they perform authorized work or take leave hours. Completing the timesheet includes signing in and out (in 24-hour/military time) to accurately record time worked or leave used. Employees will record total hours using activity and leave codes. See paragraph 10.
3. Exempt employees shall complete the Monthly Program Activity Record (A75.200) using activity and leave codes.

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4. The Leave Form (A70.100) shall be copied on the reverse side of timesheets (A75.100 and A75.200).
5. Data entry in AASIS must meet deadlines set to facilitate payroll processing and federal time reporting. The designated timekeeper in each supervisory unit is responsible.
6. Supervisors must provide documentation to the AFC Human Resources Administrator for flex time approval by the State Forester.
7. Each employee shall take a lunch break of at least thirty minutes and may take two fifteen minute rest breaks. Employees may not combine lunch breaks *and* rest breaks for a longer lunch break.
8. Employees sign-out during lunch, but not during rest breaks.
9. Employees shall be completely relieved of work during lunch. They shall not monitor radio or telephone communications or perform other work during lunch unless (1) instructed to do so by their supervisor or (2) necessary to respond to an emergency. Employees performing any unscheduled work during their lunch break must notify their supervisor as soon as practicable and note on their time sheet why they did not take the scheduled lunch break.
10. Time Reporting Program Activity Codes and Definitions

Code	Program Activity	Definition
01	SFA II State Fire Assistance	Work time in fire prevention, pre-suppression, and suppression, including administration, planning and supervision.
02	LE Law Enforcement	Work time in law enforcement investigations and law enforcement activities.
03	FW Firewise	Work time in Firewise Program
06	U&CF Urban and Community Forestry Assistance	Work time in providing advice and/or assistance concerning forestry to communities and cities. All time working with landowners, civic organizations, planning districts, commissions, cities, or other entities where work relates to forestry assistance to communities and cities.

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Code	Program Activity	Definition
07	Cooperative Forest Health	Work time in forest health activities: compliance surveys, internal reporting, media releases, meetings, training sessions, control projects, trapping, field examinations, recommendations and office calls related to specific insect and disease problems.
08	Stewardship	Work time in Forest Stewardship, tree improvement development, promotion, employee training, reports, meetings, services to landowners, and management plan preparation.
09	Non-Federal - A	Work time and activities associated with non-federal grants.
10	PSSF or Lucky Hollow Poison Springs State Forest or Luck Hollow	Work time on activities at PSSF or Lucky Hollow.
11	Tree Improvement and Baucum Nursery	Work time for Tree Improvement and Baucum Nursery includes all aspects of managing seed orchards, breeding and testing of trees, as well as producing, selling, marketing and distributing seedlings.
12	EQIP Environmental Quality Incentives Program	Work time in servicing EQIP forestry requests to include travel, land examination, committee meetings, and management plan preparation.
13	Stevens Grant	Work time and activities associated with conducting fuel mitigation projects within 10 miles of the USFS boundary. This includes time spent explaining and promoting the Stevens program to the public, landowners, and partners, planning and conducting prescribed burns, completing and submission of forms, maps, and reports.

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Code	Program Activity	Definition
14	CP-3, CP-3A (Note: Also see code 18) Conservation Reserve Program	Work time for forestry advice to landowners, office time spent preparing plans, travel time, meeting time, seedling handling, planting inspections, survival checks, and promotional activities for the CP-3 and CP-3A practices of the Conservation Reserve Program.
15	Indirect Reporting	Time reporting for AFC units specifically notified to use time code (most administrative units).
16	Administrative Work	Work approved by the State Forester or Human Resources Administrator. Inclement Weather (AASIS=ATTN)
17	Department of Agriculture Indirect Reporting	Time reporting for AFC units specifically working with Agriculture Dept. project direction.
18	CP-11, CP-22, & CP-23 and any other CP designations not included in activity code 14 Conservation Reserve Program	Work time for forestry advice to landowners, office time spent preparing plans, travel, meetings, seedling handling, planting and survival inspections, and promotional activities for all Conservation Reserve Programs except CP-3 and CP3-A.
19	VFA - Volunteer Fire Assistance	Record all time spent working with Volunteer Fire Assistance (VFA) grant program to include accepting, reviewing and rating grant applications, awarding grant checks and follow-up news articles.
22	WHIP Wildlife Habitat Incentives Program	Work time in servicing WHIP forestry requests to include travel, land examination, committee meetings, and management plan preparation.
23	Forest Legacy	Work time including travel, land examinations, management plan preparation, meetings, training, documentation, and mapping for Forest Legacy projects. The Forest Legacy Coordinator will advise field personnel when to report time in this program.

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Code	Program Activity	Description
24	WRP/WRE Wetland Reserve Program	Work time servicing WRP forestry requests including travel, land examinations, meetings, training, record keeping, planting & survival inspections.
25	Forest Inventory & Analysis	Work time in planning, travel, field monitoring, meetings, testing and record keeping in the FIA. The Forest Inventory Coordinator will advise field personnel when to report time in this program.
26	BMP Implementation Assessment	Work time in Silvicultural EPA Funded Non-Point Source Water Pollution Assessment Program. Specific reportable time duties includes time involved to design, conduct, evaluate, and report a statewide BMP Implementation Surveys; conduct BMP professional and landowner training/education session.
27 28 29	Disaster Response – A Disaster Response – B Disaster Response – C	Work time in disaster assistance including clearing rights-of-way, roads, and assisting other agencies. Little Rock staff will advise field personnel when to report time under this activity.
45	SPB 2012 Southern Pine Beetle Prevention/Restoration Cost Share Program	Work time including initial landowner contact, stand evaluation, paperwork preparation & submission, operations inspections, final evaluation and final paperwork submission related to the 2012 SPB Grant.
46	SPB 2013 Southern Pine Beetle Prevention/Restoration Cost Share Program	Work time including initial landowner contact, stand evaluation, paperwork preparation & submission, operations inspections, final evaluation and final paperwork submission related to the 2013 SPB Grant.
48	WAWRP Western Arkansas Woodland Restoration Program	Work time including practice plan development for forestry practices and coordinating the development of and writing of Stewardship plans.

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Code	Program Activity	Description
49	Fee Based Technical Services	Work time including receiving payment from a landowner for prescribed burning, fire line construction, timber marking, and tree planting.
50	Prescribe Burn Crew	Work time including preparing and executing prescribed burns and constructing fire lines targeted to restoration of shortleaf pine. Includes education and outreach to landowners of shortleaf pine stands.
52	SPB 2014 Southern Pine Beetle Prevention/Restoration Cost Share Program	Work time including initial landowner contact, stand evaluation, paperwork preparation & submission, operations inspections, final evaluation and final paperwork submission related to the 2014 SPB Grant.
53	UCFS Urban and Community Forestry Subaward Activity	Work time providing guidance and/or assistance to specifically identified Urban subaward recipients. Little Rock to provide specific direction for use.
54	Forest Health Monitoring	Work time that produces data sources used to predict or address forest health issues (i.e. mapping of outbreaks, detection flights, disturbance flights, etc.)
55	SPB 2015 Southern Pine Beetle Prevention/Restoration Cost Share Program	Work time including initial landowner contact, stand evaluation, paperwork preparation & submission, operations inspections, final evaluation and final paperwork submission related to the 2015 SPB Grant.
56	BMP Best Management Practices	Work time in Silvicultural Non-Point Source Water Pollution Abatement Program. Specific reportable time duties include: BMP training/education sessions; servicing landowner BMP information requests or making BMP recommendations in Management/stewardship plans; and resolving water quality complaints.

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Code	Program Activity	Description
57	SPB 2016 Southern Pine Beetle Prevention/Restoration Cost Share Program	Work time including initial landowner contact, stand evaluation, paperwork preparation & submission, operations inspections, final evaluation and final paperwork submission related to the 2016 SPB Grant.
30-43, 47	Leave	Includes time in leave status. See AFC Policy § 70. 30 – Annual (AASIS ¹ =ANNL) 31 – Sick (AASIS=SICK) 32 – Military (AASIS=MILV, MILH, MILL, MC10, MC15 OR MILA) 33 – Holiday (AASIS=HLDY) 34 – Court/Jury (AASIS=CNJL) 35 – Without Pay (AASIS=LWOP) 36 – Job Injury (AASIS=ADMP) 37 – Compensatory (AASIS=CP10 OR CP15) 38 – Birthday (AASIS=EMBD) 39 – Catastrophic (AASIS=CATL) 40 – Administrative (AASIS=ADMP or ADMU) 41 – Educational (must be AFC designated) (AASIS=EDUP or EDUN) 42 – Military Service-Connected Disability (AASIS=MILD) 43 – Children’s Educational Activity Leave (AASIS=CEAL) 47 – Shared (AASIS=SHLV)

11. Supervisors schedule work time and time off. Employees will not work more than 40 hours per workweek unless scheduled by the supervisor or the work is necessary to respond to an emergency. Supervisors may schedule non-emergency work outside normal work hours if necessary to achieve AFC objectives.
12. Employees in FLSA non-exempt positions are eligible to accrue compensatory time:

Accountant II
Administrative Analyst
Assistant Dispatch Supervisor

¹ Contact AFC Human Resources Office for questions on AASIS time entry and leave codes
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Auto/Diesel Mechanic
Auto/Diesel Mechanic Supervisor
Buyer
Calibration Technician (Electronic Tech)
Extra Help
Forest Ranger I, II, and County Rangers
Forest Technicians
Forester including FIA Specialist
Heavy Equipment Operator
Investigator (7-K)
Local Office Administrative Specialist
Nursery/Seed Orchard Technicians
Pilot
Public Information Specialist
Reforestation Foreman
State Forest Foreman
Telecommunications Specialist (Dispatchers)
Training Instructor

13. Supervisors shall not permit non-exempt employees to work more than 40 hours in any week if the balance in the employee's "1.5" compensatory time "bank" equals or exceeds 140 hours. Upon certification by Unit Manager that the need exists, the State Forester, Deputy State Forester, or Assistant State Forester may waive the 140 hour compensatory time limit.
14. Employees will accrue compensatory time as computed by AASIS. Hours worked over 40 in a week will accrue at time and one-half. Time in excess of a regular scheduled week, but less than 40 hours will accrue hour for hour. (Example: holiday week is 32 hours work plus 8 hours holiday; if employee is required to work 33 hours that week, the employee will bank one hour comp time).
15. Holidays and employees' birthdays are treated as leave in all work time calculations. These holidays may be taken any time following the accrued holiday or birthday.
16. The AFC retains all rights established by the federal Fair Labor Standards Act.
17. The following positions are designated as emergency response, as defined by FLSA:
 - Forest Ranger I, II, and County Rangers
 - Telecommunications Specialist (Dispatchers)
 - Foresters
 - Investigators

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18. Emergency response employees will reduce their “1.5” compensatory time accruals to 40 hours or less by February 1 and August 1 of each year. Upon certification by Unit Manager that the need exists, the State Forester, Deputy State Forester, or Assistant State Forester may waive the 40 hour accrual limit.
19. Personnel Readiness Standards for Emergency Response Employees
 - a. District Foresters will develop a personnel readiness schedule dividing County Foresters and Forest Rangers into a minimum of two groups.
 - b. District Foresters will prepare a quarterly personnel readiness schedule that indicates by dates the fire responsibility of each group.
 - c. These groups will be scheduled according to readiness level.
 - d. District Foresters will provide this schedule to all district employees and the Dispatch Center.
 - e. The schedule will designate which County Forester is in charge in the District Forester’s absence.
 - f. District Foresters may change the composition of these groups.
 - g. District Foresters will give district employees the readiness level by 1600 on Friday or the last scheduled work day of the week. The readiness level will be in effect from 1631 Friday until 1630 the following Friday.
 - h. District Foresters may change the readiness level.
 - i. The group(s) that is scheduled on Level 2, or all emergency response employees if on Level 3, will be subject-to-call.
 - j. Personnel on subject-to call must identify a method of communications necessary to meet the response time.
 - k. District Foresters must approve any changes or substitutions from personnel readiness schedule. District Foresters should notify the appropriate dispatch personnel of the change and duration of the change.
 - l. Emergency response employees will not be assigned work time status at their homes.

Readiness levels:

 - i. Level 1- The District Forester expects low wildfire danger and no wildfire occurrence. Employees are in time off status. If a wildfire or other emergency occurs, any available employee may be called. If called, an employee has no obligation to respond.
 - ii. Level 2- The District Forester expects low to moderate wildfire danger and some wildfire occurrence. A group(s) will be subject-to-call. The District Forester may assign work time status to subject-to-call personnel and station them. The other group is in time off status.
 - iii. Level 3- The District Forester expects high, very high, or extreme wildfire danger and wildfire occurrence. All groups are on subject-to-call or work time status.

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20. Repeal: This Time Management Policy § 75 supersedes all earlier AFC § 75 time management policies and memoranda, which are hereby repealed.